



UTHARA RAJAN NK

HUMAN RESOURCE
Consultant, Coordinator,
Generalist & Administration

Human Resource professional with 8 years of experience. Navigating change with a proactive approach and strategic mind.

CONTACT



uthararajan123@gmail.com



+971 54 439 9219



Dubai, UAE



<https://www.linkedin.com/in/uthara-rajan-b649b676/>

EDUCATION

M.Sc Psychology (Organizational Behavior & HumanResource Development) from Central University of Karnataka (2014), India

TECHNICAL EXPERTISE

- Certified in MS Office.
- Basics in Statistical Package for the Social Sciences (SPSS)
- HRMS (Biotime and Focus)

PERSONAL DETAILS

Nationality : Indian

Languages Known:

- English
- Malayalam
- Hindi
- Tamil

Visa Status : Visit Visa
Valid Upto: Feb 2024

EXPERIENCE

HUMAN RESOURCES EXECUTIVE

MUMUSO General Trading LLC, Dubai, UAE

Oct 2022 - Oct 2023

HR Operations Support:

- Execute daily HR operations with a focus on efficiency and accuracy.
- Provide proactive administrative assistance to HR executives, ensuring seamless workflow.

Employee Records Management:

- Maintain and update comprehensive employee records to uphold data integrity and compliance standards.
- Handle personnel documentatiton and generate reports for timely decision-making.

Project Coordination:

- Coordinate HR projects, meticulously documenting meetings and outcomes to drive organizational initiatives. .

Employee Engagement:

- Address employee inquiries about HR issues and employee complaints and grievance , promoting a positive and supportive work environment.

Payroll Assistance:

- Aid in payroll preparation by providing relevant and accurate data to contribute to the smooth payroll process.

Recruitment Support:

- Schedule candidate interviews and provide assistance during the orientation process.
- Support recruiters in candidate sourcing and maintain an updated candidate database.

PRO Assistance:

- Assisting the PRO for Visa Renewal, New Visa, Cancellation and Trade License new and renewal process.

HR COORDINATOR (Cum PRO)

Emirates Polystyrene Industry Limited, Jebel Ali, UAE

Oct 2019 - Oct 2022

End-to-End HR Oversight:

- Managed the entire HR process, overseeing tasks from labor approvals to visa processing and cancellation.

Document Coordination:

- Interacted with applicants, ensuring completion of necessary documents for labor approvals and visas.

Visa and Document Processing:

- Applied for New Visa, Change of Status, Visa Renewal, and Cancellations using Dubai Trade Portal (JAFZA FreeZone Portal)
- Facilitated the issuance of Medical insurance cards and bank accounts for employees.

Employee Document Management:

- Ensured timely receipt of passports post visa stamping and Emirates ID.
- Maintained and systematically updated employee documents.

Comprehensive HR Support:

- Handled payroll computations, leave administration, and provided information to employees on Annual Leaves and related policies.
- Monitored visa and passport expirations, running proactive reports and facilitating passport renewals.
- Managed query resolution and escalation, collaborating with various teams for swift resolutions within 48 hours based on importance.

CONSULTANT - HR

Delivery Centric Technology Services Pvt. Ltd, India

Feb 2016- Jan 2019

Technical Recruitment:

- Spearheaded full life cycle technical recruitment for IT professionals in both the Australian and Indian markets.
- Leveraged various mediums, including job sites, networking platforms, online resume mining, references, advertisements, and internal databases for sourcing qualified candidates.

Candidate Assessment and Coordination:

- Conducted comprehensive initial assessments of candidates, focusing on communication, attitude, and commitment.
- Coordinated and scheduled interviews for shortlisted candidates, ensuring seamless communication with clients and candidates throughout the process.

Post-Employment Processes:

- Managed the entire post-employment process, including reference checks, notice period negotiations, and candidate follow-up until the joining phase.
- Maintained meticulous records of employee data in both digital and hard-copy formats.

Onboarding and Orientation:

- Facilitated new hire orientation sessions, ensuring a smooth onboarding experience for employees.
- Administered safety protocols during onboarding activities, contributing to a secure work environment.

HR Database Management and Compliance:

- Updated HR databases with critical information such as new hires, separations, and details related to vacation and sick leaves.
- Played a key role in assisting payroll preparation by providing relevant data, including absences, bonuses, and leaves

CORE COMPETENCY

- Good communication and interpersonal skills
 - Execute my talents in an excellent manner
 - Ability to handle pressure and to work with targets
 - Hardworking and quick learner
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